



CITY OF HOUSTON

Job Posting

1	SL/CMD
2	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
3	<div><div>Job Classification</div><div>COMMUNITY SERVICE INSPECTOR</div></div>
4	<div><div>Posting Number</div><div>PN# 109903</div></div>
5	<div><div>Department</div><div>Public Works & Engineering Department</div></div>
6	<div><div>Division</div><div>Planning and Development Services</div></div>
7	<div><div>Section</div><div>Code Enforcement/Sign Administration</div></div>
8	<div><div>Reporting Location</div><div>3300 Main Street*</div></div> <div><div>Workdays & Hours</div><div>M - F, 7 a.m. - 4 p.m.*</div><div>*Subject to change</div></div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Performs inspections, writes reports and researches for the enforcement and application of various codes, ordinances and technical specifications. Performs inspections, identifies problem areas and recommends solutions. Prepares and serves correction notices and may serve violation citations. Meets with general public, civic groups, contractors, technical professionals and businesses to respond to inquiries and resolve problems. Performs record keeping activities to maintain filing systems, reports and documentations. Researches and evaluates plans, specifications, codes and property information. Prepares and submits various technical reports.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>The position routinely requires lifting of moderately heavy items, such as typewrites or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a high school diploma or a GED certification and up to eighteen months of specialized education or training in a specific area or trade.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>One (1) year of experience related to the construction trades is required.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Be able to read plans and surveys. Familiar with computer keyboard.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div>Salary Range - Pay Grade16</div><div>\$946 - \$1,336 Biweekly \$24,596 - \$34,736 Annually</div></div>
18	<div><div>OPENING DATE</div><div>April 19, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>April 25, 2006</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div></div>